

P2P Dispatch Schedule

Purchase Order Dispatch Schedule		New POs are dispatched 5 set times/day, Monday - Friday.	CPBC intervention is required when <u>P2P Catalog Requisition</u>: Involves restricted goods, including HIPAA items Exceeds \$10,000 on Federal Funds Exceeds \$50,000 on Non-Federal Funds	
Fast Track Items	Department Approves Requisition by:		PO Dispatched:	Vendor Receives PO:
	8:40 AM 11:40 AM 1:40 PM 2:40 PM 4:40 PM 7:00 PM		10:00 AM 1:00 PM 3:00 PM 4:00 PM 6:00 PM 8:00 AM next business day	10:15 AM PST 1:15 PM PST 3:15 PM PST 4:15 PM PST 6:15 PM PST 8:15 AM PST next business day
High Value and Restricted Goods (CPBC Intervention)	Department Approves Requisition by:	CPBC Receives Requisition:	PO Dispatched:	Vendor Receives PO:
	8:40 AM 11:40 AM 2:40 PM 4:40 PM 7:00 PM	9:15 AM 12:15 PM 3:15 PM *5:15 PM 7:15 AM next business day	Next dispatch cycle following CPBC approval. <i>CPBC handling requires up to 7 business days.</i>	15 minutes following Dispatch
Requisition Processing between Department approval and Vendor's receipt of PO				
<ol style="list-style-type: none"> 1. Requisition Budget Check - system sets pre-encumbrance (does not appear on GL). 2. Sourcing Rules applied - system determines if Requisition is Fast Tracked to Vendor or directed to CPBC for handling. 3. CPBC intervenes as needed. 4. System converts Requisition data into Purchase Order. 4. Purchase Order Budget Check - system lifts pre-encumbrance and sets lien (appears on GL). 5. System dispatches all new POs 5 times/day. 				

Change Order Dispatch Schedule		Change Orders are dispatched hourly between 8:00 AM - 7:00 PM, Monday - Friday.	CPBC intervention is required for Changes Orders on POs over \$5,000 (or \$10,000 for Associate Buyers).	
Change Orders (No CPBC Intervention)	Department processes Change Order by: <i>(status = Pending Approval)</i>		Change Order Dispatched:	Vendor Receives Change Order:
	30 min past the hour <i>Example: 10:30 AM</i>		Top of following hour <i>11:00 AM</i>	15 minutes past hour <i>11:15 AM</i>
Change Orders (CPBC Intervention)	Department processes Change Order by: <i>(status = Change and Notify)</i>	CPBC Receives Change Order:	Change Order Dispatched:	Vendor Receives Change Order:
	30 min past the hour <i>Example: 10:30 AM</i>	45 minutes past hour <i>10:45 AM</i>	Top of following hour after CPBC processing. <i>*CPBC handling requires up to 3.5 business days.</i>	15 minutes following Dispatch
Change Order Processing between Department processing and Vendor's receipt of Change Order				
<ol style="list-style-type: none"> 1. System checks Buyer's delegation and approves at 30 minutes past the hour. 2. Purchase Order Budget Check - system updates lien at 40 minutes past the hour. 3. System dispatches Change Orders hourly between 8:00 AM - 7:00 PM. <p><i>* Change Orders requiring CPBC intervention for EDI PO Vendors (OfficeMax, VWR and Fisher Scientific) will receive priority.</i></p>				